Test Coordinator Monthly Webinar

April 14, 2021

RIDE Rhode Island Department of Education

Test Coordinator Monthly Webinars

- **Details:**
    - **WHO:** district and school test coordinators, special education directors, EL directors, data managers, technology coordinators
    - **WHAT:** As much as possible, webinars will be organized to follow tasks necessary to complete between TC webinars in order to have a successful test administration year.
    - **REGISTRATION:** www.ride.ri.gov/tc
- **Webinar Calendar (Wednesdays at 10:00am) – Save the Dates!**
    - May 19, 2021
    - June 9, 2021
    - July 21, 2021

Agenda for April 14, 2021

- **Administering 2020-21 State Assessments**
    - NAEP
    - RICAS
    - NGSA
    - PSAT 10 and SAT
    - Student Registration
    - Accommodations (RICAS, NGSA)
    - ACCESS participation
- **Opportunity to Learn Survey**
- **State Assessment Calendar**
- **Questions**

RIDE Rhode Island Department of Education

Administering the 2020-21 State Assessments

NAEP 2021
Collection Windows

- ## Assessments
  rescheduled to Spring 2022

- ## Monthly School Survey
  February 22 – March 12
  March 17 – 30
  ➢ **April 14 – 27**
  May 19 – June 2
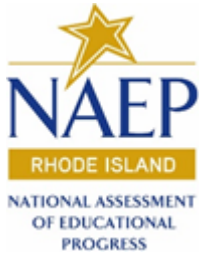 **June 16 – 29**

- ## School & Teacher Questionnaire
  ➢ **March 29 - April 23**

- ## International Assessments (stay tuned)
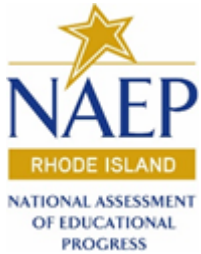 Progress in International Reading Literacy Study (PIRLS)

NAEP 2021
School & Teacher Questionnaire Study

- Federal – National Center for Educational Statistics
- Original sample of grade 4 & 8 schools selected for NAEP 2021
- One collection window
- Principal & Grade 4 or 8 mathematics and reading teachers
- NAEP field staff
- Contextual questions and COVID-19 questions
- www.myNAEP.com > Prepare for Assessment > Manage Questionnaires
- Estimated 30 minute teacher questionnaire
- Estimated 40 minute principal questionnaire
- Results will be released in the fall
- https://www.nationsreportcard.gov

NAEP 2021
Monthly School Survey

- Federal – Presidential Executive Order
- Original sample of grade 4 & 8 schools selected for NAEP 2021
- Monthly collection windows
- Principal / School Coordinator / District Data Manager
- COVID-19 data questions
- www.myNAEP.com > Provide School Information > NAEP 2021 School Survey
- Participation minimum required for each question for reportable results
- Results are released monthly, one week after window closes
- https://ies.ed.gov/schoolsurvey/

RICAS

- **Test window:**
  - ELA closes May 14
  - Math opened April 12, closes May 28
  - Plan to test as soon as you can to ensure sufficient time for make-ups or to work around quarantines
- **Reminder:**
  - Check all accommodations and accessibility features the day prior to testing
  - Check enrollment data for accuracy (it takes 24-48 hours for changes to be seen in PAN)
  - Watch for initial shipment of math paper accommodations materials (April 16)
  - Contact RIDE with any questions about test irregularities; if you have to complete a form, fax it
- **PAN 'new test assignment' issue**
  - Students who complete a test are being automatically assigned a new test for the same grade level when they should not have more than one test instance associated with them
  - Test coordinators unable to run 'Students with Test Assigned but Not Completed' Operational Report because all students are showing as having tests assigned but not complete
  - *Resolution:* PAN will be updated by April 20 to fix this issue and remove duplicate test assignments for all students with completed tests

RIDE
Rhode Island
Department
of Education

RICAS

How to handle not tested students (remove vs. 'mark complete'):

Enrollment status?	Scenario	Action in PAN
No longer enrolled	Student did not begin testing	Remove from all test sessions, no further action required*
	Student completed only one session before leaving the school	Mark test complete for the appropriate session and note 'no longer enrolled' as reason *Recommended: inform the new district of student session completion*
	Student completed both sessions	No action needed *Recommended: inform the new district of student test completion*
Enrolled in the school	Student absent on day of testing	Remove from test session, add to make-up test session
	Student did not participate in any test sessions	Remove from all test sessions *(If preferred, 'mark complete' for the appropriate session(s) and note reason)*
	Student logged in but refused to answer any items	Mark test complete for the appropriate session(s) and note 'student refusal' as reason

* RIDE will reconcile enrollment data against testing results after the state testing window closes as part of our usual process, and will remove any students in PAN who are no longer enrolled at your school.

RIDE Rhode Island Department of Education

NGSA

- **Test window:**
  - April 26 through June 4
  - Make sure your test schedules leave sufficient time for make-ups or to work around quarantines
- **Test administrators**
  - All educators must be trained before they can administer the test
  - TA certification course must be completed or test administrators will not be able to login to the test delivery system
- **Secure browser** for grade 11 is the same as the browser used for the SAT with Essay; see updated directions in the NGSA Test Administrator Manual for directing students to select the proper assessment
- **Test Coordinator and Test Administrator Manuals** are available at www.ride.ri.gov/assessment-manuals for schools to download and print, or distribute as PDFs
- **Enrollment data** must be accurate or the student will not be registered in NGSA TIDE
- **Paper accommodation materials** can be ordered through the NGSA TIDE system once accommodation updates are made

RIDE Rhode Island Department of Education

PSAT 10 and SAT

Highlights from the College Board email on Friday, April 16.

PSAT 10 Testing Window: April 13 – May 5

- Test tickets can be used throughout the entire window.
- Test settings in TIDE are applicable for the entire testing window.

SAT Testing Window: April 27-29

- Make a list of students who were absent or experienced an irregularity and require a makeup test.
- Destroy all test tickets from the April 13-15 testing window.
- Print NEW test tickets for students taking the SAT in the April 27-29 testing window.
- Identify the number and types of testing rooms and staff needed for the makeup window.
- From your initial shipment of materials, set aside items for the makeup, including manuals and IR forms. *You will not be receiving an additional shipment of materials.*
- RIDE will register **all** students for the April 27-29 testing window. You should see these students in TIDE on April 19. *Only administer the makeup to students who need to take the SAT – ignore the rest.*
- Modify test settings in TIDE for students with accommodations.
- Students who previously completed the optional questionnaire during a preadministration session, must complete the questionnaire again in the makeup test window, including where the student wants score reports sent.

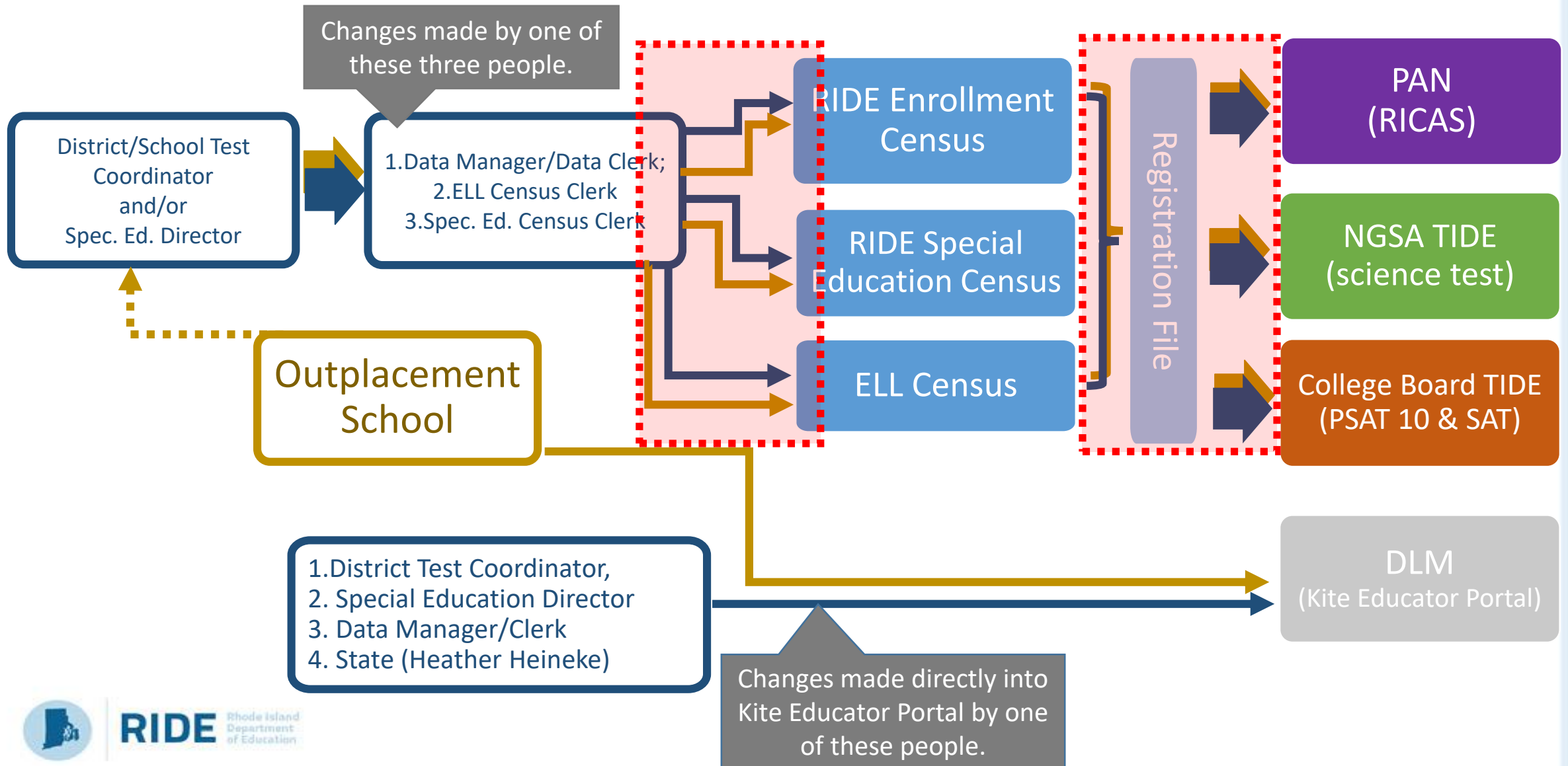RIDE Rhode Island Department of Education

Updating Student Registration Information

- **Notes:**
    - Make sure changes to student data are done before 8PM. This is when all data systems go off-line to pass data to RIDE.
    - Plan on a minimum of 24 hours of wait time before any updates are seen in RICAS PAN or NGSA TIDE.
    - Plan on a minimum of 48 hours of wait time before any updates are seen in College Board TIDE.
    - Updates in Kite Educator Portal are instant, however only after the First Contact Survey is completed and submitted will testlets be assigned.
    - District/school policies govern grade level assignment.
    - PLEASE work with your data managers/clerks to make sure all information is correct when submitted to RIDE.

RIDE Rhode Island Department of Education

Updating Student Registration Information

Accommodations

- **PLEASE check your accommodations settings *before* you start testing.**
  - **RICAS -**
    - In PAN: Under *Reports* > Operational Reports > check *Students & Registrations* > select *PNP Report – Accessibility Features and Accommodations for Student Tests*
  - **DLM** – Personal Needs and Profile Settings report in Kite Educator Portal.
  - **NGSA**
    - In the NGSA TIDE: Select *View/Edit Test Settings and Tools* then select your *District from the drop-down menu* and in *School,* check the box next to the name of each school you want to look at.
    - Under *Advanced Search*, you can specify the accommodation you want to check for. Click SEARCH
  - **PSAT and SAT -**
    - In the College Board TIDE: Select *Test Settings and Tools* then select your *District* and *School* from the drop-down menu. The *Administration* drop-down should be either *PSAT 10 April 2021* or *SAT School Day April 13-15.*
    - Under *Advanced Search*, you can specify the accommodation you want to check for. Click SEARCH

RIDE Rhode Island Department of Education

ACCESS

Participation: 90% of online ACCESS tests were completed statewide!

Reporting timeline	
Reports and Data Files Available - Online (On)	Mon 5/24/21
Reports Available in Districts - Printed (On)	Thu 6/17/21

Opportunity to Learn Survey

- Purpose is to gather information directly from students about their learning experience this year
  - Includes information about access to technology, distance learning, and in-person learning
  - Districts and schools will receive their students' data
- Survey opens in May (TBA) and will close on June 11
  - Survey will take approximately 10 minutes and can be administered anytime – perhaps during a class period, as a whole class, etc.
  - Uses the NGSA platform for registration, but *is not* part of the NGSA or any state assessment
  - Administer using any web browser – you do not have to install any secure browsers or apps
  - Can be taken online – distance learners do not need to be in person
- Next TC meeting have more details – including information about a guide and a "how-to" recording

2020-2021 State Assessment Calendar

All schools are expected to administer all state assessments as computer-based tests in person, in the school building.

Test Window Opens	Test Window Closes	Test	Grades
January 4	March 26	ACCESS	K-12
January 4	March 26	Alternate ACCESS	1-12
	Assessment postponed until 2022	NAEP (reading, math)	4, 8
March 29	April 23	NAEP School and Teacher Questionnaire	4, 8
April 14 May 19 June 16	April 27 June 2 June 29	NAEP Monthly School Survey	4, 8
April 5	May 28	DLM ELA, Math, Science	3-8, 11
March 29	May 14	RICAS ELA	3-8
April 12	May 28	RICAS Math	3-8
April 26	June 4	NGSA Science	5, 8, 11

Test Window	Make-Up Window	Test	Grades
April 13 - 15	April 27-29	SAT School Day (Digital)*	11
April 13 – May 5**		PSAT10 (Digital)*	10
April 13	April 27	SAT School Day (Paper)* homeschooled, out-of-state students	11

*The SAT School Day – Paper test window is only for homeschooled students and students who are enrolled in out-of-state schools. Any student requiring a paper-edition as an accommodation will test during the PSAT/SAT Accommodated Testing Window.

**Similar to other state assessments, PSAT 10 now has one test window. Schools can conduct make-up testing on any date as long as all testing is completed by May 5th.

RIDE Rhode Island Department of Education

Assessment Office Resources

- Assessment Mailbox: assessment@ride.ri.gov

- Assessment Resources: www.ride.ri.gov/TC
  - Manuals: www.ride.ri.gov/assessment-manuals
  - Training: www.ride.ri.gov/assessment-training
  - Accommodations: www.ride.ri.gov/accommodations

- Assessment Data Portal:
  - Public Site: https://www3.ride.ri.gov/ADP
  - Confidential Site: https://portal.ride.ri.gov/Account/Login

- Ana Karantonis
  - ACCESS for ELLs, psychometrics
  - 401-222-8940
  - Ana.Karantonis@ride.ri.gov

- Heather Heineke
  - DLM, PSAT10, SAT, testing accommodations
  - 401-222-8493
  - Heather.Heineke@ride.ri.gov

- Jackie Branco
  - NAEP, data quality
  - 401-222-4685
  - Jacqueline.Branco@ride.ri.gov

- Kamlyn Keith
  - RICAS, NGSA
  - 401-222-8413
  - Kamlyn.Keith@ride.ri.gov

- Phyllis Lynch
  - Director of Office of Assessment
  - 401-222-4693
  - Phyllis.Lynch@ride.ri.gov